



VACANCY ANNOUNCEMENT

INTAKE CLERKS

CL 23 to 24 - Entry Level (\$29,461 to \$32,603)

Announcement Nos. 08-01 to 08-03

Positions Close: Sept. 15, 2008 or Receipt of 200th Application (whichever comes first)

Available: October 13, 2008

These positions are for a one year one day term with benefits and the possibility of becoming permanent positions.

Representative Duties

Receive and review incoming documents to determine conformity with appropriate rules, practices, and court requirements. Collect appropriate fees. Scan filed documents for processing in Case Management/Electronic Case Filing (CM/ECF) after acceptance. Act as receptionist and furnish information to a wide variety of people within and outside of the court by telephone, email, and in person.

Minimum Qualification Requirements

High school diploma or equivalent and a minimum of three years of progressively responsible office work experience which demonstrate the particular knowledge, skills, and abilities to successfully perform the above listed duties of this position. Position requires incumbents to be detail oriented and possess good organizational and communication skills. Knowledge of the documents required and used within the court, the sequence of their use, their content, and the rules of acceptability. Knowledge of the roles and responsibilities of the court unit staff is necessary so the incumbents can make decisions on the proper routing of documents and whom to ask for advice and assistance. Incumbents must present a professional demeanor at all times. Ability to meet and communicate effectively with a variety of people. Incumbents shall have the required skill in using applicable automated systems. CM/ECF experience is desirable.

Information for Applicants

Mail cover letter and résumé with envelope marked "Confidential" to:

U.S. Bankruptcy Court
Attn: Personnel Specialist
701 Broadway Room 160
Nashville, TN 37203

THE U.S. BANKRUPTCY COURT IS AN EQUAL OPPORTUNITY EMPLOYER

EMPLOYEE BENEFITS

- A minimum of 10 Paid Holidays
- Thirteen (13) days of paid vacation per year for the first three years of employment.
- Participation in the Federal Employee Retirement System (FERS).
- Participation in a Thrift Savings Plan (TSP Investment Funds)
- Participation in the federal health insurance program of your choice.
- Participation in a group life insurance program
- Participation in a long-term care insurance program
- Participation in a flexible spending account for medical and/or dependent care expenses on a pretax basis.
- Participation in a Transit Subsidy Program